

**CONFIDENTIAL**

MS-333

9.3

THAB  
A

18 November 1954

**MEMORANDUM FOR: CHIEF, MANAGEMENT STAFF**

**THROUGH : DD/P - Admin**

**SUBJECT : Request to establish TSS, [REDACTED]**

25X1A

1. Recently you approved two TSS slots for operational testing at [REDACTED] 25X1A  
The slots, Numbers 245 and 246, were attached to TSS, [REDACTED]

2. Per the attached memorandum from OTR, it is requested that the  
above slots, together with OTR slots U-743 and U-743.01, be consolidated  
into a single branch at [REDACTED] The Branch may be designated as  
TSS [REDACTED].

3. The four designated slots are unvouchered, no change in present  
classification is involved.

4. This action is requested to simplify the internal operation at the  
Station and at Headquarters. The functional administrative details will  
be worked out between appropriate echelons in OTR and TSS.

Original signed by  
[REDACTED]

Chief, TSS

25X1A

Form No. 011

☐ No Change in Class. ☐

☐ Declassified

Class. Changed to: TS S 01988

Next Review Date: [REDACTED]

Auth: HR 70-3 22 DEC 1978

By: 015

**CONFIDENTIAL**

14 1954

~~CONFIDENTIAL~~

012

Classified	Declassified
Changed to: TS S	01988
Next Review Date:	
Auth: HR 70-3	
Date: 22 DEC 1978	By: 011

MEMORANDUM FOR: Assistant Director, Personnel

THROUGH : Management Staff/DDA

SUBJECT : Transfer of Office of Training Positions to TSS

25X1A

1. For some time this Office and the Technical Services Staff have been negotiating for the inclusion of TSS-type instruction in certain of our courses [REDACTED] This instruction will be given by two TSS instructors who are currently on the T/O of that Office, but in departmental slots which must be vacated and used for another purpose. This situation raises the question as to who will provide and retain the needed slots. Originally, it was the intention of this Office to have these instructors occupy slots on the Office of Training [REDACTED] In fact, we have provided slots for this purpose. However, experience and recent events, including the results of considerable discussion on the subject, seem to indicate that it would be preferable for OTR to transfer them to the T/O of the Technical Services Staff. These slots would be available to that Office as long as our need for this type of instruction exists - probably as long as we continue to provide Clandestine Service-type training. The decision to request transfer of these slots is based on a number of considerations but mainly on the following:

25X1A

a. TSS has established a [REDACTED] which consists of two positions on the [REDACTED] TSS T/O, but located at [REDACTED] These positions were approved on 1 November 1954. It is felt that rather than have two separate units of TSS at the Site, it would be better to transfer our two positions and combine them with the two testing positions and thereby establish a single TSS unit at [REDACTED] similar to the Communications unit at that Site. 25X1A

b. The administration of and the logistical support rendered to the TSS effort would be immeasurably simplified if we were to deal with one individual.

c. Although the TSS function is training, in the broad sense of the word, it is very specialized training and in our opinion somewhat similar to Communication training which is handled exclusively by that Office.

~~SECRET~~  
CONFIDENTIAL

4. TSS does not have slots on its T/O for this purpose. OTR has made provision for them and is willing to transfer them to TSS.

25X1A

3. Administrative arrangements relative to this transfer, including the transfer of funds for the positions, will be initiated immediately upon approval of this proposal.

25X1A

~~SECRET~~  
for MATTHEW BAIRD /  
Director of Training

CONCUR:

25X1A

  
Chief, TSS/DD(P)

Chief, Management Staff, DD(A)

Paragraph 3 above indicates these positions have been funded in budget of OTR. Budget Division will arrange appropriate transfer of funds upon request. *CLM*

-2-

CONFIDENTIAL